

23 February 1979

Classification Review Procedure

CRP 79-11

DOCUMENTS WITHOUT LISTED ATTACHMENTS

1. A document that lists attachments or enclosures, but has none attached (or has an incomplete set), is considered an incomplete document. Frequently, this type of document is of a transmittal nature having no sensitive content and could be declassified. The complete document, however, may exist and merit continued classification. The possibility arises that the complete document could be declassified inadvertently if the incomplete document had been declassified. It follows, therefore, that the incomplete document must continue to be protected at least at the Confidential level.

2. If the complete document is located in another record group, it will be considered the record copy, and the reviewer's judgment on the complete document will govern classification action on all incomplete copies.

3. A printout from the DARE system is made periodically to locate and resolve discrepancies in review action on the same document found in different record groups. If the review action is not the same on complete and incomplete copies of the same document, it will show up on the next printout. The incomplete copy can usually be recognized by its lower page count. The appropriate RMO should then be notified of the location and proper classification of the complete document so that he may decide if the incomplete document should be destroyed. CRG will have the incomplete document deleted from the DARE system.



Chief,
Classification Review Group

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